



PEST PREVENTION ASSISTANT II (VARIOUS PROJECTS)

Class Code: 0491 - Exam Code: 6FA15

Opening Date:	04/22/16
Closing Date:	05/13/16 <u>Extended to 05/18/16</u>
Type of Examination:	Departmental Open
Salary:	\$2,473-2,861
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-time Limited Term Intermittent
Exam Type:	Statewide

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO CAN APPLY

Applicants who meet the minimum qualifications as stated below may apply for this examination at any time and who have not taken this examination within the last 12 months. **ONCE YOU HAVE TAKEN THE EXAMINATION, YOU MAY NOT REAPPLY FOR TWELVE (12) MONTHS.**

HOW TO APPLY

Submit a Standard State Application (STD. form 678) and the Supplemental Application to the address indicated below. **DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

HOW TO APPLY CONTINUED

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>.
- Supplemental Application is attached below. Applicants who do not submit a Supplemental Application will be disqualified.
- All applications must include “to” and “from” dates (month/day/year) and time base.
Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application, (STD. form 678)
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Only applications with original signature will be accepted.

WHERE TO APPLY**HAND DELIVER OR MAIL TO:**

California Department of Food and Agriculture
Examination Unit, Attn: Darlene Hayashi
1220 N Street, Room 242
Sacramento, CA 95814
(916) 403-6584

NOTE: Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

FINAL FILE DATE

Final Filing Date: ~~Friday, May 13, 2016.~~ Extended to Wednesday, May 18, 2016.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of an application.

Applications must be **POSTMARKED** no later than the Final Filing Date, ~~Friday, May 13, 2016.~~ Extended to Wednesday, May 18, 2016. Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

TEST DATE

It is anticipated that the examination will be sometime in June or July 2016.

TESTING METHOD

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

ELIGIBLE LIST INFORMATION

A Departmental “Open” list will be established for the California Department of Food and Agriculture. The eligible list will be abolished **12** months after it is established **unless** the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

MINIMUM QUALIFICATIONS

NOTE: SUBMISSION OF TRANSCRIPTS IS REQUIRED TO VERIFY THE EDUCATION REQUIREMENT. FAILURE TO DO SO MAY RESULT IN A DELAY OF YOUR APPROVAL TO COMPETE IN THE EXAMINATION.

EITHER I

Six months of experience in agricultural pest exclusion, detection, pest control or eradication work.

OR II

Completion of two semesters of college course work in a life science subject.

POSITION DESCRIPTION

This is the first supervisory or fully qualified journey level. Under general supervision, incumbents supervise a small staff assigned to an exclusion, detection, control and/or eradication project; or perform the full range of field, laboratory or staff support duties on exclusion, detection, control and/or eradication projects.

EXAMINATION INFORMATION

This examination will consist of a Supplemental Application – weighted 100%. Competitors who do not return the Supplemental Application will be disqualified.

SUPPLEMENTAL APPLICATION – WEIGHTED 100%

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

EXAMINATION INFORMATION CONTINUED

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

ABILITIES**ABILITY TO:**

1. Follow directions;
2. Safely and effectively handle equipment and material necessary to the job;
3. Secure and maintain the cooperation of persons contacted in the work;
4. Analyze situations accurately and take effective action;
5. Know and practice principles of vehicle, equipment, and personal safety;
6. Communicate effectively at a level appropriate to the classification;
7. Do simple arithmetic calculations;
8. Instruct and supervise field and/or laboratory staff;
9. Maintain discipline;

ABILITIES CONTINUED

10. Account for and maintain equipment;
11. Enforce safety precautions;
12. Order supplies and equipment;
13. Keep time reports and other work reports;
14. Independently perform difficult tasks;
15. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

ADDITIONAL REQUIREMENT

Incumbents may be required to have a valid driver license.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel and work irregular hours.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

CAREER CREDITS

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions regarding this announcement, please contact:

The California Department of Food and Agriculture, Examination Unit
1220 N Street, Room 242
Sacramento, CA 95814
Attn: Darlene Hayashi at (916) 403-6584 or darlene.hayashi@cdfa.ca.gov.

GENERAL INFORMATION

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE
SUPPLEMENTAL APPLICATION EXAMINATION FOR**

PEST PREVENTION ASSISTANT II (Various Projects)

The California Department of Food and Agriculture's (CDFA) Pest Prevention Assistant II (Various Projects) examination is being given on a Departmental Open Statewide basis. The examination will consist solely on this Supplemental Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. The information you provide will be evaluated using predetermined rating criteria. This Supplemental Application will account for 100% of the weight of your examination for this classification. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. If successful, your name will be merged onto a list based on your final score.

Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

A "631 Location Preference Form" is included in this supplemental application to allow you to select the location(s) in which you are interested in working. You will not be scored on the "631 Location Preference Form".

NOTE: FAILURE TO ACCURATELY AND PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.

THIS AFFIRMATION MUST BE COMPLETED:

I hereby certify and understand that the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination, and may not be allowed to compete in future examinations for State employment and I may be subject to prosecution for misdemeanor or felony offenses under California Law. Additionally, State employees may have adverse action taken against them up to and including dismissal.

Your signature (Required): _____ **Date:** _____

Print your name (Required): _____

Your supplemental application will not be scored if you do not provide your name.

Return your completed Supplemental Application AND your completed Standard State Application (Std. Form 678) to the address below by ~~Friday, May 13, 2016~~: Extended to Wednesday, May 18, 2016.

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS are not considered Postmark dates for the purpose of determining timely filing of an application.

**California Department of Food and Agriculture
Human Resources Branch
Attn: Darlene Hayashi
1220 N Street, Room 242
Sacramento, CA 95814**

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

PART I

The following questions are job requirements. Please read each question carefully and respond by marking either **YES** or **NO** to the following six (6) questions.

If you are not willing or unable to comply with some or all of the following job requirements, it may be grounds for elimination from the examination process. Not providing a response to an item will be considered a "NO" response.

- | | | |
|--|--------|-------|
| 1. Do you possess a valid driver license? | ___YES | ___NO |
| 2. Are you able and willing to travel, both locally and statewide, by vehicle or other means of transportation within a geographical area in order to complete assignment and/or meet project needs (which may include overnight or extended stays.) | ___YES | ___NO |
| 3. Are you willing to work varying hours and days outside of your normal work schedule, including holidays, Saturday, and Sunday? | ___YES | ___NO |
| 4. Perform light to heavy physical work, such as lifting, bending, walking, standing, twisting, and kneeling, etc.? | ___YES | ___NO |
| 5. Work overtime? | ___YES | ___NO |
| 6. Work in adverse weather conditions? | ___YES | ___NO |

If you have answered "NO" to any of the above "WILLINGNESS" questions, please explain why.

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

PART II

		Knowledge				Experience			
<p>INSTRUCTIONS:</p> <p>For each item listed below in rows "1 through 17", place ONE "X" in the Knowledge column which most accurately represents the knowledge you have with the following tasks.</p> <p>Also, for each item listed below in rows "1 through 17", place ONE "X" in the Experience column which most accurately represents the experience you have with the following tasks.</p> <p>NOTE: Credit will not be given for items not marked.</p>		No Knowledge – I have no knowledge of how to perform this task or what it may entail.	Basic/Limited knowledge- I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge - I possess a sufficient knowledge level that would allow me to perform this task successfully.	Extensive Knowledge - I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.	No experience – I have no experience performing this task.	Some Experience – I have less than 1 year experience performing this task.	Moderate Experience - I have 1 year to 3 years experience performing this task.	Extensive Experience - I have performed this task 3 or more years.
	Header								
1.	Communicate in a professional and effective manner with coworkers, the public and other government agencies to establish and maintain effective working relationships.								
2.	Establish and maintain cooperative working relationships with those contacted during the course of work.								
3.	Mix, load, and apply pesticides to prevent, control, and/or eradicate invasive pests and plant diseases.								
4.	Lead small crews of employees in daily operations of a survey/treatment/trapping program, emergency eradication of target pests, rearing and monitoring activities, or the mass production of sterile insects.								
5.	Prepare daily work assignments for staff which may include; insect trapping, survey, treatment, or production.								

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

		Knowledge				Experience			
<p>INSTRUCTIONS:</p> <p>For each item listed below in rows “1 through 17”, place ONE “X” in the Knowledge column which most accurately represents the knowledge you have with the following tasks.</p> <p>Also, for each item listed below in rows “1 through 17”, place ONE “X” in the Experience column which most accurately represents the experience you have with the following tasks.</p> <p>NOTE: Credit will not be given for items not marked.</p>		No Knowledge – I have no knowledge of how to perform this task or what it may entail.	Basic/Limited knowledge- I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge - I possess a sufficient knowledge level that would allow me to perform this task successfully.	Extensive Knowledge -I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.	No experience – I have no experience performing this task.	Some Experience – I have less than 1 year experience performing this task.	Moderate Experience - I have 1 year to 3 years experience performing this task.	Extensive Experience - I have performed this task 3 or more years.
6.	Organize employee/crew assignments, equipment and supplies, forms and labels to stay in compliance with program policies, laws and regulations.								
7.	Assist and/or lead field staff in solving problems using effective communication skills, knowledge, manuals, facility operational procedures, laws, rules, and regulations as required by law.								
8.	Train employees using training courses, various manuals, hands-on training, meetings etc.								
9.	Prepare accurate, detailed and complete reports using correct English grammar and spelling.								
10.	Perform quality control inspections to ensure that work is performed at an acceptable level.								
11.	Maintain and practice the safety and security of persons, property, and equipment of the facility, laboratory, or in the field to ensure a safe and secure environment in accordance with Departmental policies.								
12.	Operate standard office equipment and mobile devices such as copiers, computers, fax machines, smart phones, tablets, GPS, or other technical equipment.								

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

		Knowledge				Experience			
<p>INSTRUCTIONS:</p> <p>For each item listed below in rows "1 through 17", place ONE "X" in the Knowledge column which most accurately represents the knowledge you have with the following tasks.</p> <p>Also, for each item listed below in rows "1 through 17", place ONE "X" in the Experience column which most accurately represents the experience you have with the following tasks.</p> <p>NOTE: Credit will not be given for items not marked.</p>		No Knowledge – I have no knowledge of how to perform this task or what it may entail.	Basic/Limited knowledge- I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.	Moderate Knowledge - I possess a sufficient knowledge level that would allow me to perform this task successfully.	Extensive Knowledge -I could effectively perform this action under the majority of circumstances or situations encountered; and I could instruct others on specific aspects of this action.	No experience – I have no experience performing this task.	Some Experience – I have less than 1 year experience performing this task.	Moderate Experience - I have 1 year to 3 years experience performing this task.	Extensive Experience - I have performed this task 3 or more years.
13.	Place, service, monitor and/or inspect various pest detection traps.								
14.	Maintain, clean, and store equipment properly including tools and vehicles, keeping them in serviceable condition, maintain equipment inventories, and scheduling service and service records.								
15.	Act as back up, in the absence of supervision, to lead staff in daily activities or other situations in the workplace providing information, instruction both verbal and written and/or guidance in the performance of job related tasks.								
16.	Disseminate information, changes/improvements, etc., to seasonal and lower level staff to ensure the effective and consistent operation of the program by using effective verbal and written communication skills, weekly meetings, etc.								
17.	Provide supervisor with feedback on staff work performance.								

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

PART I

NARRATIVE QUESTIONS:

You are being given five (5) questions on the following pages for which you are to provide a narrative response.

Instructions

- Your response to each question **must** be handwritten, **no** typewritten or photocopied responses will be accepted.
- **You may only use a pen or pencil.**
- Limit your responses to the space provided.
- No additional pages will be accepted or considered for responses.
- You will be evaluated on content, grammar, spelling, and neatness of your answer in addressing each question.

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

Question #1:

As a Pest Prevention Assistant II, you and a coworker are applying pesticides and the hose ruptures, spraying the coworker in the face. Your supervisor is unavailable. You still have five more properties to complete for the day.

List the actions you would take to resolve this situation.

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

Question #2:

What situations may result from failing to properly use equipment?

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

Question #3:

An employee is chronically late his first week of work. What actions will you take to respond to this situation?

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

Question #4:

As a Pest Prevention Assistant II, you receive a complaint from the public stating that one of your employees went to a property last Wednesday, was rude and broke three flower pots during an inspection. What actions will you take to resolve this?

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

Question #5:

You are a PPA II in charge of setting up a survey of commercial agricultural production sites for a plant disease. What steps will you take to set-up this survey and equipment for eight employees and launch the survey?

**Pest Prevention Assistant II (Various Projects)
Supplemental Application**

California Department of Food and Agriculture
(631 LOCATION PREFERENCE FORM)

Please check the location(s) where you will accept employment.

- ☐ Fresno (1000)
- ☐ Kern (1500)
- ☐ Hawaii (9001)
- ☐ Imperial (1300)
- ☐ Lake (1700)
- ☐ Los Angeles (1900)
- ☐ Orange (3000)
- ☐ Riverside (3300)
- ☐ Sacramento (3400)
- ☐ San Bernardino (3600)
- ☐ San Diego (3700)
- ☐ Santa Barbara (4200)
- ☐ Santa Clara (4300)
- ☐ Stanislaus (5000)
- ☐ Tulare (5400)
- ☐ Ventura (5600)

Please check which workplace(s) you prefer to work in.

- ☐ Field
- ☐ Laboratory (Hawaii, Los Alamitos, Sacramento)

PRINT YOUR NAME

SIGNATURE